

Resolution of Open Design Issues

Background

The Department of Personnel (DOP) is implementing a new Human Resource Management System (HRMS) to replace the state's existing payroll and personnel system. HRMS is a web accessible software product (SAP) that has been configured to meet Washington State business requirements. Since SAP is preprogrammed, it sometimes processes personnel and payroll data differently than the current state system. When these cases – referred to as design issues – are encountered, the project and the affected user community must find a solution that meets state and federal law and enables the state to conduct business as efficiently as possible. Design issues can be solved in a number of ways; i.e., special training for end users, redesigning business processes, and writing special procedures. Reprogramming of the core software is considered a last resort solution because of the cost for specialized programming and the on-going implications of custom programming for subsequent SAP upgrades.

Open Design Issue # 2374

Approach for high-volume, statewide SAP report printing

It is desirable that HRMS use the state's existing print center at the Department of Information Services (DIS) as the central printing resource for high-volume statewide reports. There are five such reports:

- Employee Earnings Statement,
- Form 1099R (distribution from pensions, etc.),
- W2 (wage and tax statement),
- Payroll Journal (Lists employee name and warrant number), and
- W2 Audit Report

Resolution

High-volume HRMS reports will be created in a format that can be printed on DIS's mainframe printers. Three print file formats are under consideration: PDF, PCL, and PS. The PDF has been successfully tested by the HRMS Reporting Team and DIS during development of the earnings statement. The printing approach will not support all three of the file formats, but will focus on a single approach – currently PDF.

Points for Consideration

1. Should it be determined that the interface architecture requires enhancement to support centralized (DIS) printing, such enhancements will require a change request for approval.
2. Test conditions will be added to either the Additional Extended System Test (CR0017) or the testing of Interface Architecture Extensions (CR0017) to validate this approach.

Questions?

If you have questions or concerns about this design resolution, or the steps your agency needs to take to ensure readiness for HRMS implementation, contact your Agency Change Agent. Agency

Change Agents serve as the agency contact point with the HRMS Project. An Agency Change Agent List can be found at the HRMS Project web sites:

<http://hrms.dop.wa.gov/hrmsdocs/ChangeAgentList.pdf>, or for small agencies:

<http://hr.dop.wa.gov/hrreform/ca-tools/ChangeAgentList.pdf>